

**BYLAWS
MEDICAL DIRECTION COMMISSION OF THE STATE OF ARIZONA**

**ARTICLE I
PURPOSE**

The name of the Commission shall be: Medical Direction Commission of the State of Arizona, referred to in the remainder of these Bylaws as the “Commission”.

The Commission carries out the duties described in Arizona Revised Statutes, Title 36, Chapter 21.1, Emergency Medical Services. Such duties shall include but not be limited to recommending for adoption the following standards to the Director, Arizona Department of Health Services:

1. To establish medical protocols governing medical treatments, procedures, medications, training and techniques that may be administered or performed by each class of emergency medical care technician (EMCT) pursuant to A.R.S. §36-2205.
2. To establish protocols which shall give consideration to the differences in treatments and procedures for specialty designation, regional, urban, rural and wilderness areas within the State of Arizona.
3. To establish protocols requiring emergency medical care technicians (EMCT) certified to perform advanced procedures shall do so only under medical direction.
4. To amend established protocols, as deemed necessary, or in response to any petition pursuant to A.R.S. §41-1033 requesting such action and filed with the Director.
5. To review and approve prehospital research protocols.

**ARTICLE II
COMMISSION LIAISON**

The intent of this Article is to provide for the timely and appropriate exchange of information regarding emergency medical services between the Department of Health Services and the Commission. To that end, the Bureau Chief, Bureau of Emergency Medical Services and Trauma System (BEMSTS), ADHS, or his/her designee will be the Department's liaison to the Commission.

The Bureau Chief, BEMSTS, or his/her designee shall provide staff support and technical assistance to the Commission and its committees as needed. He/she will be responsible for reporting to the Commission on pending actions and/or issues which may within the scope of consultative and advisory duties of the Commission. The Bureau Chief, BEMSTS, or his/her designee shall be responsible for ensuring that the Director, ADHS, is informed of the Commission recommendations and actions in a reasonable time frame.

**ARTICLE III
MEMBERS**

Section 1. Commission membership

The membership of this Commission shall be composed as provided in A.R.S. §36-2203.01.A.

Section 2. Term of membership

Members of the Commission shall be appointed for a term of three years.

Section 3. Compensation

Members of the Commission are not entitled to compensation but are entitled to reimbursement of expenses pursuant to Title 38, Chapter 4, Article 2, pending the availability of funds.

Section 4. Voting

Each member of the Commission shall be entitled to one vote when present at meetings of the Commission; No individual member shall cast more than one vote on the Commission. Voting by proxy and/or alternate voter shall not be authorized.

Section 5. Vacancies

Vacancies shall be filled pursuant to A.R.S. §38-211. The Chair shall be responsible for informing the Commission and the Governor's Office of vacancies.

**ARTICLE IV
OFFICERS**

Chair: The Chair shall be the Medical Director for Emergency Medical Services and shall perform the duties delegated to the Commission and those prescribed by these bylaws and by the parliamentary authority adopted by the Commission.

Vice Chair: The Vice Chair shall be selected by a majority of the members present and shall serve for a three-year term (or until end of their current membership term), and shall serve as Chair of the Commission in the absence of the Chair. Upon resignation or completion of term, a new Vice Chair will be selected at the next regular meeting.

**ARTICLE V
MEETINGS**

Section 1. Regular Meetings

The regular meetings of the Commission shall be held not less than three times a year, at a time and place designated by the Chair.

Section 2. Special Meetings

Special meetings and/or telephone meetings may be called by the Chair, or by written request of five (5) members of the Commission, and must comply with the Open Meeting Law.

Section 3. Notice of Meetings

Commission members shall be notified at least ten (10) days in advance of all Commission meetings. A yearly schedule of regular Commission meetings shall be made available to the Commission members no later than December of the preceding year. Minutes of the previous meeting and an agenda for the upcoming meeting should be available ten (10) days in advance of the Commission meetings.

Section 4. Attendance

Regular attendance is expected of all Commission members. If a member fails to attend two (2) consecutive meetings, an inquiry shall be made of that member concerning their continued participation on the Commission, and the results of the inquiry, together with recommendation of the Commission, shall be forwarded to the Governor's Office.

Section 5. Quorum

A simple majority of the members of the Commission in person or by telephone shall constitute a quorum. A quorum is determined by the total membership positions, whether filled or vacant. The Commission consists of 12 statutory member positions; 7 members must be present in person or by telephone to constitute a quorum.

ARTICLE VI COMMITTEES

Section 1. Establishment of Committees

Standing and special committees may be established by the Commission or by the Chair with the approval of the Commission. Unless otherwise provided by these bylaws, members of committees and their Chairs shall be appointed by the Chair of the Commission with due concern for categorical and geographic representation appropriate to the specific duties of the particular committee.

Section 2. Membership on Committees

Membership on standing and special committees need not be limited to members of the Commission. However, the committee Chair and at least one additional member of a committee shall be members of the Commission. A member of the Commission may act as Chair if the regular committee Chair is absent. The Chair of the Commission shall be an Ex-Officio member of all standing committees.

Section 3. Guidelines for Standing Committees

Standing committees are appointed by the Commission Chair. The Commission will develop general guidelines for committee operating procedures and will define the scope and action, as well as goals and objectives of each committee. Additional goals and objectives may be assigned as necessary. Each committee will be responsible for reporting committee activity and action recommendations and receiving Commission assignments at each meeting of the Commission. Standing committees shall include, but not be limited to:

- A. Protocols, Medications and Devices Committee - This committee serves as the medical advisory group to the Commission. Its functions are to define the scope of prehospital medical care, principles and practices for the Commission and also to review and recommend changes or additions to the drug box and use of new medical devices.

Section 4. Special Committees

Special committees may be established by the Commission or by the Chair with approval of the Commission. Special committees may be established when committee effort is indicated to conduct specialized investigative and advisory activities.

ARTICLE VII PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

The Commission may appoint a member to act as parliamentarian during meetings. It is the parliamentarian's responsibility to ensure Commission meetings are conducted following Robert's Rules of Order.

ARTICLE VIII OPEN MEETING LAW

The Arizona Open Meeting Law shall apply to meetings of the Commission and its committees.

ARTICLE IX MINUTES

Minutes of each Commission and Commission committee meeting will be recorded, and the Commission shall have the right of review and correction of minutes of all meetings before publication and distribution.

ARTICLE X MOTIONS

All motions passed by this Commission will be forwarded to the Director of the Arizona Department of Health Services for review and/or action.

ARTICLE XI AMENDMENTS

These bylaws can be amended at any regular meeting of the Commission by a majority vote of the entire membership, provided that the amendment has been submitted to the members in written form ten (10) days in advance of the meeting. Bylaws will be reviewed, at a minimum, every three years.

Approved 3/24/95

Revised & Approved 1/23/98, 3/27/98, 6/22/01, 1/24/03, 4/21/06, 5/29/14